

MINUTES OF BOARD MEETING OF DECEMBER 11, 2014

The monthly Agenda Meeting of the Piscataway Township Board of Education was held on Thursday, December 11, 2014, at the Administration Building. The meeting was called to order at 7:00 PM by the Board President, Mr. Irwin

I. CALL TO ORDER

Salute to Flag – Board President

Roll Call - Board Secretary

<u> </u> P	Mr. Connors	<u> </u> P	Ms. Lopez	<u> </u> P	Mr. Okamoto
<u> </u> P	Mr. Irwin	<u> </u> P	Mr. Mosier	<u> </u> P	Mr. Peng
<u> </u> P	Mr. Johnson	<u> </u> P	Mr. Nazir	Arrived at <u> </u> 7:10pm	Mr. Stern

II. NOTIFICATION ANNOUNCEMENT

HEREBY BE IT KNOWN that the Piscataway Township Board of Education has complied with the notification requirements of the Open Public Meetings Act for the announcement of this meeting date and place on July 9, 2014 in the following manner:

- ◆ Posting of the public notice on the posting board for the Board of Education in the Administration Building
- ◆ Email notification to the newspaper serving Piscataway, *The Home News Tribune*
- ◆ Email notification filed with the Municipal Clerk at the Municipal Building on Hoes Lane

This meeting is being digitally recorded. This recording is not an official record or supplement to the minutes and is intended only as a source of information that the public might utilize at a later date to familiarize themselves with the Board's activities.

III. EXECUTIVE SESSION

BE IT RESOLVED that the Board adjourn to executive session for the purpose of review and discussion of the personnel agenda, litigation, HIB monthly reports, and other matters pursuant to law N.J.S.A. 10:4-12(b).

Motion to adjourn: 7:07pm

Moved	<u> </u> Mr. Connors	Seconded	<u> </u> Mr. Peng
	Yea <u> </u> 9		Nay <u> </u> 0

IV. PUBLIC SESSION

BE IT RESOLVED that the Board reconvenes public session.

Motion to reconvene: 8:25pm

Moved	<u> </u> Mr. Stern	Seconded	<u> </u> Mr. Peng
	Yea <u> </u> 9		Nay <u> </u> 0

V. PRESIDENT'S REPORT

VI. SUPERINTENDENT'S REPORT

- Presentation of Comprehensive Annual Financial Report – WISS & Company
- Semi Annual EVVRS and HIB report.

VII. PERSONNEL & LABOR RELATIONS – Alexandra Lopez

BE IT RESOLVED that the following motions, identified as items “A” through “D”, be approved as presented:

A. RESIGNATIONS, TERMINATIONS AND/OR RETIREMENTS

Diane Janson, Director of Pupil Services/Administration Building	Effective: 3/31/15 Reason: Retirement
Michelle Telfor-Sessoms, Elementary Teacher/Randolphville	Effective: 11/25/14 Reason: Termination due to job abandonment
Rafat Ahmed, Noontime Aide/Knollwood	Effective: 12/9/14 Reason: Termination with cause

B. APPOINTMENTS AND REAPPOINTMENTS - STAFF PERSONNEL

TEACHERS

The following staff, effective 12/8/14 for the remainder of the 2014-2015 school year:

Laura Berger Account #11-130-100-101-11-05	Step 1-2 MA \$26,771.50	Part Time Language Arts Teacher .50 FTE Schor
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The following staff, effective TBD pending completion of all required paperwork for the remainder of the 2014-2015 school year:

Vanessa Goodsell Account #11-213-100-101-00-37	Step 12 MA \$43,263.50	Part Time Special Education Teacher .50 FTE Conackmack
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The following staff, effective 12/15/14, pending completion of all required paperwork for the remainder of the 2014-2015 school year:

Brunella Brunetti-Colatruglio Account #11-140-100-101-18-02	Step 1-BA \$50,493	Italian Teacher High School
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AIDES

Sylvester Fair, Acting Full Time Security Aide/High School at an hourly rate of \$24.95, effective 12/12/14 for the remainder of the 2014-2015 school year. Account #11-000-266-110-95-25

Shirley Black, Noontime Aide/Randolphville, at an hourly rate of \$12.00 effective 12/8/14, for the customary 90 day probationary period, for the remainder of the 2014-2015 school year. Account #60-910-310-100-00-00

OTHER

As part of the High School NCLB Title I program plan to improve student achievement of Limited English Proficiency students, teachers will participate in the Piscataway High School NCLB Title I Saturday Program to provide language acquisition and literacy support to LEP students at \$50.00 per hour not to exceed a total of 215 for the group. Account #20-231-100-101-01-02

Ruth Beltran Sylvia Guensch Maria Whiteman

Mary Stephanie Rogers, Dean of Students/High School will mentor coach and train students in the Piscataway High School NCLB Title I program to improve the academic and social achievement of PHS “at-risk” population during the 2014-2015 school year at \$50.00 per hour not to exceed a total of 276 hours as a group. Account #20-231-100-101-01-02

The following teachers to provide tutorial services at Arbor Intermediate School, funded by the NCLB Title I Grant, at \$30.00 per hour, not to exceed the total school amount of \$3,000 for the 2014-2015 school year. Account #20-231-100-101-01-07

Orlando Abreu Monica Curry Linda Proulx Lauren Straube Rachel Sullivan

Faculty members are required to serve on the District Evaluation Advisory Committee (DEAC) required by NJDOE AchieveNJ teacher evaluation regulations. Not to exceed 10 hours each for the 2014-2015 school year at \$30.00 per hour for the following DEAC members. Account #11-000-221-114-00-22

Graham Collins Georgine Moy Lindsay Pish
 Monica Herits Lloyd Pietrak Robert Starita

The following Community Education, Before and Extended Child Care staff effective 12/12/14 for the 2014-2015 school year. Contingent upon enrollment: Account #61-852-331-100-83-98

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Janice Cove	Teacher	\$11.00
Maribel Hernandez	Teacher	\$15.00
Donna Persinko	Teacher	\$11.00

The following teachers to provide tutorial services at Randolphville, at \$30.00 per hour, not to exceed a total amount of \$2,640.00 for the remainder of the 2014-2015 school year: Account #11-401-100-114-00-11

Von-Netdra May Theresa Antonelli Cynthia Mondero Debra Pippen
 Erin Jacome Rajvi Kamdar Jacqueline Erickson Alyssa Bubnick

The following staff member will provide Handle with Care Training at the Administration Building Monday, 12/15/14 from 2:30 p.m. to 4:00 p.m. at a rate of \$30.00 per hour. Account #11-000-223-590-00-36

Vincenzo Stio

The following staff member will provide Handle with Care Training at the Administration Building Thursday, 12/22/14 from 3:00 p.m. to 4:30 p.m. at a rate of \$30.00 per hour. Account #11-000-223-590-00-36

Vincenzo Stio Deborah Terebecki

The following Extra Duty Contracts, as indicated for the 2014-2015 school year:

<u>Middle School Athletics</u>	<u>Account# 11-402-100-111-36-02</u>		
Harold Abraham	Softball	G-3	\$4,669.00
Jeffrey Cerro	Track	G-1	\$3,817.00

SUBSTITUTES

The following Community Education, Before and Extended Child Care substitute staff effective 12/12/14 for the 2014-2015 school year. Contingent upon enrollment: Account #61-852-331-100-83-98

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Nialah Baker	Aide	\$8.25
Nialah Baker	Teacher	\$11.00
Shirley Black	Aide	\$9.00
Victoria Greene	Aide	\$8.25
Sarah Kovacs	Teacher	\$15.00
Robyn Mah	Teacher	\$13.00
Michelle Nwafulume	Aide	\$8.25

Valerie Hopson, Substitute Noontime Aide, at an hourly rate of \$10.65, effective 12/12/14 as needed for the remainder of the 2014-2015 school year. Account #60-910-310-100-00-00

VOLUNTEER

The following supervised volunteer at Piscataway High School, for the remainder of the 2014-2015 school year:

Vandana Arora

C. CHANGE OF STATUS - STAFF PERSONNEL

TEACHERS

Anne Marie Wilson, Elementary Teacher/Grandview covered under Federal Family Medical Leave Act and/or New Jersey Family Leave 1/5/15 – 2/17/15 with pay and with benefits, 2/18/15 – 4/1/15 without pay and with benefits and Administrative Leave 4/2/15 – 4/12/15 without pay and with benefits.
Account #11-120-100-101-01-09

Theresa Homlish, Elementary Teacher/Arbor, covered under Federal Family Medical Leave Act and/or New Jersey Family Leave 1/5/15 – 3/10/15 with pay and with benefits, 3/11/15 – 4/30/15 without pay and with benefits and Child Care Leave Act 5/1/15 – 6/30/15 without pay and without benefits.
Account #11-120-100-101-01-06

Giannina Gomez, Spanish Teacher/High School extension of Child Care Leave Act 2/2/15 – 6/30/15 without pay and without benefits. Account #11-140-100-101-18-02

Colleen Della Fave, Elementary Teacher/Eisenhower change in Federal Family Medical Leave Act/New Jersey Family Leave/Child Care Leave Act/Administrative Leave FROM: 11/24/14 – 1/19/15 with pay and with benefits, 1/20/15 – 3/4/15 without pay and with benefits and 3/5/15 – 4/12/15 without pay and without benefits.
TO: Federal Family Medical Leave Act/New Jersey Family Leave 11/24/14 – 1/19/15 with pay and with benefits, 1/20/15 – 3/3/15 without pay and with benefits. Account #11-120-100-101-01-07

Caitlyn Cooper, Elementary Teacher/Randolphville, Intermittent Federal Family Medical Leave Act/New Jersey Family Leave 12/1/14 – 3/31/15 without pay and with benefits. Account #11-120-100-101-01-14

Cheryl Gill, Language Arts Literacy Teacher/Conackamack, covered under Federal Family Medical Leave Act 12/1/14 – 12/2/14 with pay and with benefits and 12/3/14 – 1/5/15 without pay and with benefits.
Account #11-130-100-101-11-03

Debra Pippin, Kindergarten Teacher/Randolphville, Intermittent Federal Family Medical Leave Act/New Jersey Family Leave for the remainder of the 2014-2015 school year without pay and with benefits.
Account #11-110-100-101-01-14

Sheila Tartaglia, Language Arts Literacy Teacher/Schor, extension of Federal Family Medical Leave Act 12/1/14 with pay and with benefits and 12/2/14 – 12/7/14 without pay and with benefits.
Account #11-130-100-101-11-05

Stacey Cukierski, Support Specialist/Eisenhower covered under Federal Family Medical Leave Act and/or New Jersey Family Leave 3/23/15 – 5/10/15 with pay and with benefits, 5/11/15 – 6/18/15 without pay and with benefits.
Account #11-230-100-101-00-07

Debra Eichner, AT Teacher/Eisenhower covered under Federal Family Medical Leave Act 10/31/14 – 1/5/15 with pay and with benefits. Account #11-214-100-101-00-37

Tracie Toke, Elementary Teacher/Randolphville covered under Federal Family Medical Leave Act 11/11/14 – 11/23/14 with pay and with benefits. Account #11-120-100-101-01-14

SECRETARY

The following change in status from probationary to regular effective 12/1/14 for the remainder of the 2014-2015 school year:

Evelina Goitia, Secretary/Haven – High School

AIDES

The following change in assignment and location, effective 12/1/14 for the remainder of the 2014-2015 school year:

<u>Name</u>	<u>From</u>	<u>To</u>
Diane Caratozolo	PD Aide/Children's Corner Account #11-215-100-106-00-37-44	MC Aide/Administration Building Account #11-201-100-106-00-37-44

Catherine Dallas, LD Aide/Grandview, extension of Federal Family Medical Leave Act 12/3/14 – 12/5/14 with pay and with benefits and Medical Leave of Absence 12/6/14 – 1/4/15 with pay and with benefits.
Account #11-204-100-106-00-37

Patricia Fritze, RP Aide/Knollwood, covered under Federal Family Medical Leave Act 12/9/14 – 1/4/15 with pay and with benefits. Account #11-213-100-106-00-37-44

D. CHANGE OF STATUS – ADMINISTRATOR

ADMINISTRATOR

The following change in assignment, effective 12/12/14 for the remainder of the 2014-2015 school year:

<u>Name</u> Julia Schick	<u>From</u> Assistant AD/Supervisor K-8 Health/Physical Education \$110,400 Account #11-000-221-102-00-22 .60 FTE Account #11-140-100-101-15-02 .40 FTE	<u>To</u> Interim Athletic Director \$110,400 plus \$7,865 stipend Account #11-402-100-102-36-02
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<u>M/S</u>		<u>Vote</u>	<u>M/S</u>		<u>Vote</u>	<u>M/S</u>	<u>Vote</u>
_____	Mr. Connors	<u>Y</u>	<u>S</u>	Mr. Nazir	<u>Y</u>	_____	Mr. Stern
_____	Mr. Johnson	<u>Y</u>	_____	Mr. Okamoto	<u>Y</u>	<u>M</u>	Ms. Lopez
_____	Mr. Mosier	<u>Y</u>	_____	Mr. Peng	<u>Y</u>	_____	Mr. Irwin
		Yea	<u>9</u>		Nay	<u>0</u>	

VIII. PUBLIC COMMENTS FROM THE FLOOR

The Board of Education recognizes the value of public comment on educational issues and school matters of community interest. In support of this position, the law establishes a period of public comment at every Board meeting.

Individuals wishing to speak must state their name and address. Comments are limited to three minutes' duration, but an individual may speak a second time after all others who wish to speak on the topic have been heard. The Board may require that individuals register to speak prior to the beginning of the meeting. Participants may submit written material in support of their position.

All statements and/or questions shall be directed to the presiding officer and no participant may address or question Board members individually. All speakers are requested to express themselves in a civil manner, with due respect for the dignity and privacy rights of others whose legal rights may be affected.

Please note: While it is not the Board's intention to stifle comment on matters of legitimate concern to the school community, the public should be aware that if their statements violate the rights of others under the law governing defamation or invasion of privacy, they may face personal liability to the injured party. If speakers are uncertain of the legal ramifications of their comments, the Board urges them to seek guidance beforehand from their own legal advisor.

Motion to close:

Moved	<u>Mr. Connors</u>	Seconded	<u>Mr. Peng</u>
	Yea <u>9</u>		Nay <u>0</u>

IX. FISCAL PLANNING & OPERATIONS – Tom Connors

BE IT RESOLVED that the following motions, identified as items “A” through “C”, be approved as presented:

A. APPROVAL OF ANNUAL AUDIT FOR YEAR ENDED JUNE 30, 2014

Explanation:

N.J.S.A. 18A:23-8 requires that an audit of the accounts of a school district be made only by a certified public accountant of New Jersey.

BE IT RESOLVED that the Piscataway Township Board of Education accepts the annual audit for the year ended June 30, 2014 (Comprehensive Annual Financial Report and the related Auditors Management Report) along with the findings and recommendations:

Finding 2014-1:

Audit of the Capital Projects fund noted several projects accounted for in the fund did not have formally established budgets within the accounting system. Those projects identified as not having formally established budgets in the system were not currently active nor did they have activity during the 2014 fiscal year. The Business Office did maintain oversight of both the individual contracts executed and the amounts expended against the budgets related to all ongoing active projects. It should also be noted that we did not find any contracts or projects that were not expended within the contractual amounts or the budgets for each project.

Recommendation:

We suggest that the District ensure that budgets are established within the accounting system for each individual capital project.

Finding 2014-2:

During our audit of the District’s cash reconciliation process, we noted some opportunities for improvement including:

- The District has approximately thirty bank accounts and should consider reviewing the need for having each of these accounts.
- The District should ensure the person that is responsible for reconciling each of these accounts is clearly identified.
- The District should ensure that bank reconciliations are prepared and reviewed on a timely basis after a set number of days, established by internal policy, after month end.
- The District should ensure that transfers and reconciling items clear the respective banks in a timely manner.

Recommendation:

We suggest that the District review its cash reconciliation process for opportunities to simplify and strengthen the process.

Finding 2014-3:

The District maintains solar panels in which solar renewable energy certificates are generated and available for the District to sell throughout the year. During our audit, we noted that the District’s current process for identification of certificates earned and process for selling the certificates should be improved.

Recommendation:

We suggest that the District quantify the number of solar renewable energy certificates earned on a quarterly basis and engage a professional to assist in selling those certificates.

Finding 2014-4:

During our audit of the District’s food service operations, we noted outstanding balances at June 30, 2014 that were due from two charter schools in the amount of \$197,051. The outstanding balance due related to the months of January through June 2014. It appears that the amount of follow up on the part of the Food Service Management Company was not adequate. This resulted in a significant amount due to the District from other organizations that went uncollected for several months which increased the risk of ultimate collectability. In September 2014, the District collected all of the balances due.

Recommendation:

We suggest that the District develop a plan in consultation with its Food Service Management Company to ensure that personnel from the Food Service Management Company follows up on uncollected invoices due from other organizations in a timely manner. Additionally, the Business Office should monitor this activity and follow up with personnel from the Food Service Management Company to ensure amounts are billed and collected on a timely basis.

Finding 2014-5:

During our audit of the District’s DRTRS, we noted that twenty B6T (Application for Non-Public School Transportation) forms were not signed by a representative of the District, indicating the transportation request was approved or denied. Each year, by March 10th, these forms are required to be completed by the parent or legal guardian of a nonpublic school student requesting transportation. The District has until August 1st to notify the parent or guardian as to the determination of each application.

Recommendation:

We suggest that each Application for Non-Public School Transportation (B6T) form be signed for approval or disapproval by a representative of the District.

B. APPROVAL OF CORRECTIVE ACTION PLAN FOR FY2014

BE IT RESOLVED that the Piscataway Township Board of Education accepts the Corrective Action Plan in response to the findings and recommendations detailed in the Comprehensive Financial Report for FY14. (Copy attached – LAST PAGE)

C. RETROACTIVE APPROVAL OF JOINT TRANSPORTATION AGREEMENT FOR THE 2013-2014 SCHOOL YEAR

BE IT RESOLVED that the Piscataway Township Board of Education authorizes the School Business Administrator to retroactively approve participation in Coordinated Transportation with Piscataway Township Board of Education as the “HOST” district and Highland Park Board of Education as the “JOINER” district for the 2013-2014 school year for the following routes:

<u>Destination</u>	<u>Joiner Cost</u>
Bishop George Ahr and St. Joseph	\$5,304
Rutgers Prep	\$12,376
Timothy Christian	\$884
Bright Beginning/Regional Day	\$30,063

<u>M/S</u>	<u>Vote</u>	<u>M/S</u>	<u>Vote</u>	<u>M/S</u>	<u>Vote</u>
_____ Mr. Johnson	<u>Y</u>	<u>S</u> Mr. Okamoto	<u>Y</u>	<u>M</u> Mr. Connors	<u>Y</u>
_____ Mr. Mosier	<u>Y</u>	_____ Mr. Peng	<u>Y</u>	_____ Ms. Lopez	<u>Y</u>
_____ Mr. Nazir	<u>Y</u>	_____ Mr. Stern	<u>Y</u>	_____ Mr. Irwin	<u>Y</u>
	<u>Yea</u>	<u>9</u>	<u>Nay</u>	<u>0</u>	

X. CURRICULUM – Mark Okamoto

BE IT RESOLVED that the following motion, identified as item “”, be approved as presented:

- No items for approval.

<u> </u> M/S	<u> </u> Vote	<u> </u> M/S	<u> </u> Vote	<u> </u> M/S	<u> </u> Vote
<u> </u> Mr. Mosier	<u> </u>	<u> </u> Mr. Peng	<u> </u>	<u> </u> Mr. Johnson	<u> </u>
<u> </u> Mr. Nazir	<u> </u>	<u> </u> Mr. Stern	<u> </u>	<u> </u> Ms. Lopez	<u> </u>
<u> </u> Mr. Okamoto	<u> </u>	<u> </u> Mr. Connors	<u> </u>	<u> </u> Mr. Irwin	<u> </u>
	Yea		Nay		

XI. PUPIL SERVICES – Ralph Johnson

BE IT RESOLVED that the following motion, identified as item “A”, be approved as presented:

A. APPROVAL OF OUT-OF-DISTRICT PLACEMENTS AND SPECIAL ASSIGNMENTS

BE IT RESOLVED that the Piscataway Township Board of Education hereby approves the following students for placement:

Placement	Effective Date	Classification	Rate
School Placements: Bright Beginnings	12/1/14	Autistic	\$49,500 (Prorated)

<u> </u> M/S	<u> </u> Vote	<u> </u> M/S	<u> </u> Vote	<u> </u> M/S	<u> </u> Vote
<u> </u> Mr. Nazir	<u> </u> Y	<u> </u> Mr. Stern	<u> </u> Y	<u> </u> Mr. Mosier	<u> </u> Y
<u> </u> S Mr. Okamoto	<u> </u> Y	<u> </u> Mr. Connors	<u> </u> Y	<u> </u> Ms. Lopez	<u> </u> Y
<u> </u> Mr. Peng	<u> </u> Y	<u> </u> M Mr. Johnson	<u> </u> Y	<u> </u> Mr. Irwin	<u> </u> Y
	Yea	<u> </u> 9	Nay	<u> </u> 0	

XII. ADMINISTRATIVE & AUXILIARY – Tom Mosier

BE IT RESOLVED that the following motion, identified as item “A”, be approved as presented:

A. ACCEPTANCE OF THE SEMI-ANNUAL EVVRS/HIB REPORT FOR PERIOD 2 OF THE 2013-2014 SCHOOL YEAR

Explanation:

Pursuant to N.J.S.A 18A:17-46 and N.J.A.C. 6A:16-5.3(f) – Violence and Vandalism Public Hearings, the Superintendent of Schools is mandated and required by law to schedule and conduct a public hearing on all acts of violence and vandalism, harassment, intimidation and bullying which occurred in the previous period of the previous school year.

BE IT RESOLVED that the Piscataway Township Board of Education accepts the Period 2 (2013-2014) Electronic, Violence and Vandalism/ HIB Report for the purpose of fulfilling the requirement of the law.

<u> </u> M/S	<u> </u> Vote	<u> </u> M/S	<u> </u> Vote	<u> </u> M/S	<u> </u> Vote
<u> </u> Mr. Okamoto	<u> </u> Y	<u> </u> Mr. Connors	<u> </u> Y	<u> </u> S Mr. Nazir	<u> </u> Y
<u> </u> Mr. Peng	<u> </u> Y	<u> </u> Mr. Johnson	<u> </u> Y	<u> </u> Ms. Lopez	<u> </u> Y
<u> </u> Mr. Stern	<u> </u> Y	<u> </u> M Mr. Mosier	<u> </u> Y	<u> </u> Mr. Irwin	<u> </u> Y
	Yea	<u> </u> 9	Nay	<u> </u> 0	

XIII. COMMITTEE REPORTS

XIV. REVIEW OF DECEMBER 18, 2014 BUSINESS MEETING AGENDA

XV. NEW BUSINESS

- Comments from the Board

- New Motion:

BE IT RESOLVED that the Piscataway Township Board of Education approves an agreement to establish a sick leave bank with the Piscataway Township Education Association pursuant to N.J.S.A. 18A:30-10, seq, in a form acceptable to General Counsel, and subject to approval by the Piscataway Township Education association.

<u> </u> M/S		<u> </u> Vote	<u> </u> M/S		<u> </u> Vote	<u> </u> M/S		<u> </u> Vote
<u> </u> Mr. Okamoto		<u> </u> Y	<u> </u> Mr. Connors		<u> </u> Y	<u> </u> S	Mr. Nazir	<u> </u> Y
<u> </u> Mr. Peng		<u> </u> Y	<u> </u> Mr. Johnson		<u> </u> Y	<u> </u>	Ms. Lopez	<u> </u> Y
<u> </u> Mr. Stern		<u> </u> Y	<u> </u> M	Mr. Mosier	<u> </u> Y	<u> </u>	Mr. Irwin	<u> </u> Y
		Yea	<u> </u> 9		Nay	<u> </u> 0		

XVI. ADJOURNMENT

Moved Mr. Okamoto Seconded Mr. Connors
 Yea 9 Nay 0

- - - Meeting adjourned at 10:50pm

Respectfully submitted,

Nicholas Puleio
 Interim Board Secretary